

# CLUB TREASURER ANNUAL CHECKLIST

## Monthly Duties

- Prepare the monthly report for the board.
- Receive all funds paid to the club and deposit them promptly.
- Prepare and disburse invoices to members.
- Reconcile cash accounts.
- Pay all expenses in a timely manner.

## Annual Duties

- Pay club dues and fees to Kiwanis International. (Due in December.)
- Pay dues and/or member fees for your sponsored Service Leadership Program clubs.
- Mail club donations to the Kiwanis Children's Fund annual campaign in November or with your annual dues and fees in December.
- Ensure the club has an annual audit of club accounts.
- File a Form 990, 990-N or 990EZ with the Internal Revenue Service (IRS) by February 15 (U. S. clubs only).
- Get information at [kiwanis.org/form990](https://kiwanis.org/form990).
- Ensure maintenance of club's corporate status within its state. This is completed either annually or bi-annually, depending on the state.

## JULY-SEPTEMBER 2025

### Checklist

- Meet with the president-elect and the current treasurer to review responsibilities and current procedures.
- Review the resources in the treasurer section of the Leadership Guide and at [kiwanis.org/clubtreasurer](https://kiwanis.org/clubtreasurer), including the sample forms.
- Attend the budget planning meeting, which will be scheduled by the president-elect. The club's annual budget is due, if possible, before October 1 — and no later than October 15.

## JULY-SEPTEMBER 2026

### Checklist

- Meet with your president-elect and the incoming treasurer to review responsibilities and current procedures.
- Transfer all materials to the incoming club treasurer before October 1.



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